

Students' Association Executive Officers Meeting
Monday, 28 August 2006, Canyon Complex Room 162B
Present: Jake Meadows, Rachel Condie, Kitty Cha, Emily Schultz, Carole Rutten

Meeting began at 8AM.

Jake distributed a meeting agenda.

First item of discussion: Bylaws.

Kitty updated all on her bylaw review. Acronyms have been modified and changed where appropriate to reflect the new orgs under LANS. Unnecessary subcommittees (such as the listed bylaws subcommittee) will be omitted. Article VIII—Committees will be reworded to state that committees will be formed on an as-needed basis.

Carole would like all modifications completed by end of September.

Everyone should take a second look at possible bylaws modifications, and they can be discussed at the next meeting.

Second item of discussion: Website.

Kitty expressed difficulty in obtaining Dreamweaver license to modify the website. Carole said she would follow up with that matter.

Pictures would be a great addition to all parts of the SA website. They imply that there's lots of fun stuff to do here at LANL and around the area. Kitty plans to get some from Carolyn.

Emily offered to take photos at various SA events, both to document what SA sponsors and to use the images for various publicity and outreach.

All SA Executive Officers need inclusion on the saexec@lanl.gov listserv. Carole said she would make this happen within the week.

Housing site: postings expire within six weeks of submission. Beware of spam emails and viruses through the housing site.

Third item of discussion: MRF Tour.

Jake is working with people in the Risk Reduction office to coordinate the tour. SA's sole responsibility would be securing reservations. This would be a good photo opportunity also. To properly invite and advertise this event to students, Jake would like an updated listserv for all LANL students (studentinfo@lanl.gov).

Discussion: who is designated to reply to inquiries sent to saexec@lanl.gov?

Third item of discussion: Imminent Events and Activities.

- MRF Tour—Discussed above. Date TBD.

- End of September: complete results of Annual Student Survey. Carole indicated a 40% response rate, which is excellent. Some questions deal with SA and will be helpful to developing goals and focus for the next year.
- MSTea and Cookies: Survey sent along from Jake indicated a greater student interest in participating in SA activities. SA Exec should plan to attend the next session of MSTea, to meet-and-greet as well as get people involved in planning future activities and solicit ideas for future events.
- Open Meeting: Mid-October timeframe. By this time the results of the student survey will be compiled. SA's path forward could be outlined at this meeting to reflect the survey results and suggestions. SA can also discuss or unveil the website update and the revised bylaws.

Fourth item of discussion: Committees and Activity Chairs.

Rachel asked what fiscal resources SA has to use to develop activities. This segued into...

Fifth item of discussion: SA Budget.

The Carole Report: Officially, SA has \$1300. However, some expenses have not been accounted for, one of which is the recent Wellness Center Breakfast. It is more reasonable to assume that SA has approximately \$600.

This money needs to last SA until the budget for the next FY is released, which could be as late as Feb or Mar 2007. At that time, SA hopes to receive about \$5k.

Questions, now that we're under the new LANS management:

- Does our budget get taxed?
- Are we allowed to fundraise? (Example: Scramble golf tournament)

...return to Fourth item of discussion: Committees and Activity Chairs.

- Central Avenue Grill Student Nite
cost-prohibitive, with our new budget numbers. Could easily burn up our entire remaining budget until we actually receive our FY07 allocation. Unanimous decision to table idea of Student Nite at CAG until further notice.
- Dessert Social, a money-saver
- Venue Options
Ashley Pond
Daylight Donuts
Community Center
North Mesa Park
UNM-LA
Participation will be better if the event is 1) close to the main Lab tech area, and 2) during or immediately after work hours.

Decision: UNM-LA, Tuesday September 12, 5pm-8pm. Can have pool tournament, movies, and food (pizza and ice cream).
Carole will contact UNM-LA student organization (equivalent of SA at LANL) to entertain joint sponsorship of event—possibly they can arrange for beverages.
Rachel will lead SA in this event.
Attendance estimate: 50-60 people.
Still some money left on SA's Sams Club card—can arrange for some door prizes.

Needs:
Pizza cost estimate
Movie showing ideas

➤ Other Activity Ideas
International Potluck
Holiday Party

combination of two, an International Holiday Feast and Celebration
Could be a money-saver for SA, we would provide a main dish and utensils

Bowling at Big Rock Casino-Bowl

Gauge success of UNM-LA social to see if bowling would garner good attendance. Contact Big Rock about possible deals and discounts for groups.

Issue: Transportation. Arranging a bus with driver is time plus ½ for both beyond working hours. Day rate is around \$220/hr. There is the possibility of using STB vehicles for events. Also, if events are co-sponsored with other divisions maybe their vehicles could be used.

New Business

- STB will be sponsoring upcoming presentations, in plain English, on Financial Planning and Benefits. These presentations will be geared especially towards students (Post-Bacs and Post-Masters in particular). These events would be great for all year-round students. STB is happy to include SA in these presentations and include the organization as a sponsor. All SA execs agreed to be included and would help in any way, especially with advertisement.
- Treasurer's report
Got an idea from the earlier budget discussion about the financial status of SA—we don't have much. For FY07 projections, we should estimate a budget of \$5k. Specific line items that must be included are the Annual Student Picnic, which is \$2500 (half the projected budget). Carole has past grocery lists, with notes on necessary and non-essential items. Important to include gifts for helpers (popular gift has been gift certificates for Baskin-Robbins).
Past treasurers have been lax on detailed descriptions and records of SA expenses.

- LAPA (Los Alamos Postdoctoral Association) has composed a welcome letter to all new PDs. It is on their website. Carole suggested SA use this letter as a jumping-off point to develop a brief welcome message that can be auto-sent to new students being added to the studentinfo listserv. SA Exec should look at the LAPA letter and bring suggested modifications to the next meeting. Emily suggested a possible partnership with LAPA, where events could be jointly sponsored. It could also be helpful for LAPA to develop an informal mentorship program or give a brown-bag discussion on career pathing for young scientists, as they are the LANL demographic that can most easily relate to students.

Next Meeting: Time, Date, Place, Possible Agenda Items

Thursday, September 7, 8AM, rm. 162B, Canyon Complex

Tentative Discussion Items:

- Rough budget

- UNM-LA Fun and Food Social on Sept 12—details and last-minute info, logistics
- Plan Forward—one large SA-sponsored event per month. Who wants to champion which events?

- More detailed discussion on Activities and Committees

- Continue bylaws revisions

- Modify LAPA welcome letter for SA

- Designate contact person for emails sent to saexec@lanl.gov to avoid redundant replies

- Discuss how to approach our activity of Internal Outreach—getting to know the LANL students (an action item from August 14 meeting not yet addressed).

Meeting adjourned 9:00 AM

Respectfully Submitted 28 August 2006

Emily Schultz

Secretary, LANL Students' Association